



**School Nutrition Programs**  
**Food Service Management Company**  
**School Year 2024-2025**  
**Solicitation No: 023-012-15-008**  
**Crowley ISD Request for Proposal**  
**Pre-Proposal Meeting Questions and Answers**  
**Date: April 4, 2024**

1. Please provide the wages and benefits for the 1 SFA employee assigned to the CN Department.  
**Please see the district compensation plan on our district website under Human Resources on a salary range for this position.**
  - How many days does this employee work during the year?  
**This position is listed as a 226-day position.**
  - Do they have PTO or sick days during the year?  
**This position is given five local days and five state time days just like any other CISD district employee.**
2. What meal period is serving the CACFP meals for the 07/01/22 thru 6/30/23 time period in Chart 3? Would the Breakfast and Lunch be NSLP ad SBP instead of CACFP?  
**Several of our campuses serve programs NSLP and SBP and in addition CACFP.**
3. Does the district expect an increase in the meal prices for the Paid meals for the 24/25 SY?  
**Are meal prices are based on the calculations used in the PLE tool.**
4. Are the current smallware's property of the current vendor or the district?  
**Yes, smallware is property of SFA.**
5. Are there digital boards at the schools? If there, what schools and how many per school.  
**Yes, there are at least two digital boards per campus at all our secondary schools.**
6. Is there a central storage unit for freezer, refrigerated, and dry commodities?  
**Yes, there is a centralized area for freezer and dry commodities.**
7. Which schools will provide CACFP Supper Meals next year?  
**The majority of our campuses will provide CACFP.**
8. Can you provide a breakdown of Ala Carte sales by campus or by Elementary, Middle School, and High School?  
**At this time, we cannot provide a breakdown by grade level.**
9. On the Exhibit B: Budget – Ala Carte and Adult meals is combined for \$491,235.62 – can you split between Ala Carte and Adult meals?  
**At this time, we cannot provide a breakdown by grade level.**
10. Please provide the 240 report that outlines all expenses for the CND.  
**The district has reserved the right not to answer the following question.**
11. What age group does the CACFP Head Start program serve?  
**Head start CACFP serves ages 3-4.**
12. How many service days does the menu items sold meal count chart starting on page 47 account for?  
**Attached document on page 47 on RFP accounts for our entire school year and summer days included.**

13. The box for Vending Machines is checked on page 14 of the RFP.
- What responsibility will the FSMC have in managing existing vending machines?
  - **The FSCMC will maintain vending machines and supply food.**
  - Please provide a list of the vending machines by campus

**All our secondary campuses have vending machines.**

**All our teacher lounges have vending machines.**

**All vending machines are owned and operated by the current FSMC.**

**CISD expectation is to have at least one vending machine in the cafeteria and one in the teachers lounge at all middle and high schools. CISD expectation is to have at least one vending machine in the teachers' lounge at all elementary campuses.**

- Please include if they are snack, drink, or reimbursable meal machines.

**Some of our machines include smart snacks and ice cream.**

**Beverage machines are managed by another vendor.**

- Is the revenue from the vending machine deposited into the 240 fund or does the district have a profit share agreement?
- Yes, it is credited to 240.**

14. Do you currently have any Child Nutrition staff making more than the RFP required minimum listed hourly rates in the staffing Chart?

**The FSMC dictates their wages and benefits, however the SFA has requested RFP Chart 2 A to provide minimum hourly wages.**

15. Is the FSMC expected to have all positions listed for each new campus filled for the new school opening, or will the district expect the positions to be filled based on the campus enrollment as it grows?

**Please refer to RFP page 41 for all positions requested.**

- Example: The projected enrollment chart shows Poynter with an enrollment of 401 students and Crowley Montessori with a projected enrollment of 216 students, however, both schools have the same number of labor hours and workers in the staffing chart.
- **Please refer to RFP for all positions requested.**

16. How many positions are currently open at existing campuses?

**The current FSMC is responsible for staffing at existing campuses.**

- What has been the vacancy rate for the current school year?
- This information is not available.**

17. BR Johnson and CLC Alternate are only showing meals under the paid category in the menu items sold chart, why are there no free and reduced for these locations?

**Students who attend CLC or BR Johnson are claimed under through their home campus. These are satellite schools.**

- These locations do not show on the staffing chart. How are these schools receiving their meals?

**Both campuses have kitchens.**

18. Please provide the current number of free, reduced, and paid students by grade.  
**Please refer to page RFP page 45.**
19. Please provide a list of CEP campuses, if any.  
**No, CISD currently does not have any CEP campuses listed.**
20. Please provide a list of campuses that will become CEP for the 2024-25 SY, if any.  
**No, CISD currently does not have any CEP campuses listed.**
21. Please provide a list of campuses with Breakfast in the Classroom.  
**All our elementary campuses have breakfast in the classroom.**
22. Projected enrollment for the next 5 years.  
**Please refer to: Chart 1 page 40 for any Projected Enrollment (By Campus) and Projected new campuses.**
23. Year to date monthly claim forms broken out by building and status.  
**The district reserves the right not to answer this question.**
24. Projected 24-25 Meal Prices.  
**Rates are not available at this time until after July 2024 and we cannot project prices at this time.**
25. Exhibit B states projected expenses of \$9,549,460.63. Please break out what amount of expenses should be budgeted for SFA employees and SFA direct expenses.  
**See FAQ #1 and FAQ #62.**
26. Current/historical vacancy rate.  
**The district reserves the right not to answer this question.**
27. It was stated that all equipment is owned by district and will remain with district, does that include the food truck?  
**No, food truck belongs to FSMC.**
28. Are reimbursable meals served from Food Truck or only a la cart items?  
**Currently CISD is not serving out of Food truck.**
29. Why are is the district going out to bid at this time?  
**The district reserves the right to go out for bid preceding the 1<sup>st</sup> year term of the contract.**
30. Will the district please provide a copy of the current FSMC's contract?  
**Interested parties may complete an open records request by visiting <https://www.crowleyisdtx.org/domain/548>.**

31. Is the district an open campus?

**No, we are not an open district.**

32. Can you provide a current a la carte price list?

**Please see attached document for pricing.**

33. Labor:

- Number of contracted days for the year by position

**The FSMC dictates their wages and benefits. Current staff are employed by the FSMC not SFA. We do not manage FSMC wages. See calendar for operational days.**

- Current pay per hour by employee so the district can compare each company on the same playing field

**The FSMC dictates their wages and benefits, however the SFA has requested RFP Chart 2 A to provide minimum hourly wages.**

34. Is it possible to get the actual edit checks on the actual claim form versus just the financial summary for the current year for SSO, SFSP, CACFP and NSLP?

**The district is only providing you with a financial summary for this year and not any edit checks. Due to sensitive financial information.**

35. Will the district please breakdown revenue for adults and revenue for A La Carte meals separately?

**The district has reserved the right not to this question.**

36. Do all the employees work during the summer SSO

**Not all FSMC employees work during the summer.**

37. How many days is the Summer SSO and which campuses?

**SSO is typically run for most of the month of June and at times we have had a few campuses open during summer. At this time, we cannot determine the number of campuses that will have SSO.**

38. Will the district please provide the dollar amount of any costs charged to the program for all vendors to use (i.e. custodial, warehousing, transportation, utilities, cashiers, clerical, etc.)

**The district has reserved the right not to answer this question.**

39. Are there any days where students are let go early and lunch is not served?

**Yes.**

40. Is any of the equipment owned by the current FSMC?

**SFA owns the majority of equipment. Vending machines and food truck belong to current FSMC.**

41. Does the district require an original signature on contract documents?

**Yes, we require original signatures on contracts.**

42. Does the district have digital menu boards in the school cafeterias and if so, how many?

**Yes, every cafeteria has at least two digital boards.**

43. Does the district use mobile ordering?

**No.**

44. Can you please explain the state reimbursement \$44,849.33 and what that is based on?

**The district has reserved the right not to answer this question.**

45. Student Enrollment projections by school for the 2026, 2027, 2028 and 2029 School Years.

**Please refer to RFP page 40 for projected enrollment we have available along with the anticipated opening of new CISD schools.**

46. If applicable, please provide details regarding which Schools currently participate in the Community Eligibility Programs currently, the schools' ISP and plans for future schools joining the CEP program.

**CISD currently does not have any CEP campuses listed.**

47. Any District Expenses the Food Service Program covers including,

- SFA Direct Expenses
- SFA Indirect Expenses

**Please exhibit D on page 58 on expenses that will be responsible for SFA and FSMC Expenses have been outlined on our RFP.**

48. Are there any costs billed outside of the Billing Rates listed in the FSMC renewal. If so, please provide details.

**All potential costs are outlined in our RFP.**

49. Please provide the planned 2025 USDA Commodity allotment (including any bonus food allotments) in to understand what has been ordered.

**TDA has not completed issuing commodities for school year 2025 once completed this information will be available on squaremeals.org Allocations for current school year is posted on squaremeals.org.**

50. Does the SFA provides vehicle(s) for deliveries to the schools or whether the FSMC must provide the vehicle(s).

**SFA does not provide vehicle(s) for deliveries.**

51. Is there any current equipment from current FSMC that will be removed in the event there is a change on FSMC's?

**Vending machines and food truck**

52. Please provide a copy of any current MOU between the SFA and outside entities for which meals are provided.

**We do not have outside entities providing meals to our campuses.**

53. Please provide a copy of the current, State approved FSMC renewal.

**Interested parties may complete an open records request by visiting <https://www.crowleyisdtx.org/domain/548>.**

54. When it's time for the bid opening will the bids be opened, and rates read at the time of opening?

**Yes.**

55. Will the district accept digital signatures on all documents or will there need to be "wet" signatures?

**District will require wet signatures for FSMC Proposal 023-012-15-008**

56. According to the Crowley ISD website, Crowley ISD has a minimum wage of \$15 for all hourly associates. Would Crowley ISD like for all bidders to use \$15 as the starting wage in our financial models?

**Yes, Crowley ISD has an expectation that all bidders use \$15 per hour as the starting wage rate in their respective financial models relative to FSMC Proposal 023-012-15-008.**

57. In regards to the SFA Labor, will you provide the fully loaded labor cost for all bidders to use in our financial models?

**The district reserves the right not to answer this question.**

58. In regards to the SFA Direct Costs, will you provide a number for all bidders to use in our financial models? Please also notate if any of that amount includes one-time equipment purchases or a TDA fund balance spend down that should not be included in our annual cost.

**Right now, we have an approved fund balance spend down plan that will not affect any FSMC additional costs. Please see RFP page 58 exhibit D for SFA and FSMC program expenses.**

59. In the Exhibit B of the RFP, the USDA Foods Entitlement Allocation Estimate is \$703,873.32. Now that TDA has released the new Planned Assistance Level (PAL) amounts for 2024-2025 Commodities, can you provide an updated number for Exhibit B?

**At this time, we are not able to update Exhibit B as the USDA Food Entitlement Allocation is an estimate and at the time of the RFP release, the new Planned Assistance Level was not available.**

60. According to Chart 4, the student lunch paid secondary pricing shows \$3.08, but according to the Crowley website, the price is \$3.05. Can you confirm which amount is correct?

**Correct amount is \$3.05**

61. Does the district anticipate in raising the student paid lunch prices next year at the elementary or secondary levels?

**The District does not anticipate raising the paid lunch prices at either elementary or secondary levels next year**

62. In the Exhibit G of the RFP, the Non-Program Meal Equivalent is showing \$508,149.27. This looks like actual dollars and not equivalent meals. Can you please confirm and update with a meal count for all bidders to use when calculating total costs?

**The meal equivalent is \$508,149.27. This rate is calculated by the following:**



The MEF (for 2023-2024) is the rate (\$4.44) used in the statistical formula used to convert non-program sales into meal equivalents for billing purposes for fixed contracts.

The non-program rate is the rate stated by the FSMC to charge non-program food meal equivalents.

The MEF formula provided by TDA to calculate meal equivalents is:

Non-program revenue such as a la carte, adult sales, catering, concessions, etc.	/	Meal Equivalency Factor (2023-24) \$4.44	=	Total Meal Equivalents
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To calculate your total non-program meal equivalent charges:

Non-program Rate (Exhibit G)	X	Total Meal Equivalents	=	Total non-program meal equivalent charges
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63. In the Exhibit E provided in the first addendum, the Executive Chef role requires a Bachelor’s Degree, Certified Chef certificate, Servesafe certification, and 3 years of related experience. This requirement will limit candidate pools as many highly qualified chefs have culinary degrees (which are normally Associate Degrees) and related experience but not a full Bachelor Degree. Would the district be open to changing the wording from “required” to “preferred” in terms of the Bachelor Degree?

**The Executive Chef Position “prefers” a bachelor’s degree, not required.**

64. In reference to the Labor Schedule- For district labor- I see there are SFA food service positions. Can you please provide a lump labor number for district labor? This is so we have the proper calculations to meet you 500K guarantee requirement.

**There is one SFA food service position, salary and contract days can be found on the Crowley ISD Human Resources page. The link is <https://www.applitrack.com/crowley/onlineapp/default.aspx?Category=Maintenance+and+Operations>. The position title is Food Service Equipment Technician.**

65. Can you please provide the Direct Certification rating by campus?

**Please refer to the RFP for free and reduced numbers.**

66. What campuses do you offer Breakfast in the Classroom?

**All our Elementary campuses.**

67. Can students leave campus for lunch?

**No**

68. Please provide an A La Carte menu price list.

**Please see attachment for A LA Carte price.**

69. Do any employees or teachers subs eat for free? If so, please provide financial data.

**No employees or teachers or subs eat for free.**

70. Are there and half days or early release days? Is lunch served to the students on early release days?

**No, if there is an exception we will notify you in advance.**

71. What is the current Point of Sale System that is in place?

72. **Heartland Mosaic point of sale**

73. Are there any vending requirements or exclusive beverage contracts?

**We currently have a beverage agreement in place with a different vendor.**

74. In the summer program, do you serve 4 or 5 days?

**We serve 4 days out of the week.**

75. Do you have second chance breakfast for high schoolers?

**No.**